CLARKSDALE MUNICIPAL SCHOOL DISTRICT
ESSER GRANTS Programs, Facilities, and Construction Manager
Job Description

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree, Education, Business or Engineering
2. Master's preferred
3. Three (3) years of supervisory experience in maintenance/custodial operations
4. Five (5) years experience in maintenance/custodial in a school district setting
5. Construction/Maintenance License/Experience

KNOWLEDGE OF:

- Knowledge of the ESSER guidance.
- Knowledge of information, data, and application forms necessary to fulfill ESSER requirements.
- Knowledge of federal and state law, State Board of Education rules, and local board policy
- Knowledge of budget planning and allocations.
- Knowledge of modern school district building maintenance and operations practices;
- Knowledge of grounds maintenance;
- Knowledge of applicable codes, laws, rules, and regulations governing school district facilities and construction;
- Knowledge of the operation and maintenance of heating and ventilation equipment;
- Knowledge of safety regulations, procedures, and security in the workspace and public buildings;
- Ability to plan, direct and supervise a program of buildings and grounds maintenance;
- Ability to plan and supervise the work of others
- Ability to establish and maintain an effective working environment for all employees supervised
- Ability to be proficient in Microsoft Office and other data-based software
- Be able to demonstrate excellent written and verbal skills

REPORTS TO: Superintendent

JOB GOAL: ESSER Grant Manager & Maintenance/Construction Manager will coordinate the projects outlined in the grant application. This individual is responsible for ESSER fund coordination, collaboration, and communication with departments. He/she will assist administrators with the implementation, monitoring, and evaluation of ESSER-funded programs and expenditures. Will manage and oversee ESSER construction projects and oversee the planning, scheduling, and budgeting of maintenance and repair activities related to all district facilities and equipment.

SUPERVISES: Assigned Personnel

TERMS OF EMPLOYMENT: 230/12 months

DUTIES & RESPONSIBILITIES:

1. Administers the ESSER budget and implements program objectives.
2. Prioritize tasks and meet all deadlines for preparation and submission of ESSER-related reports.
3. Obtain information, data, and application forms necessary to fulfill ESSER requirements.
4. Liaison between federal programs, business office, and school administrators to fulfill ESSER requirements.
5. Maintain master files on ESSER, including a database to track and report all ESSER activities within the district.
6. Assist with monitoring ESSER-funded programs and their expenditures to ensure compliance with regulations and guidelines.
7. Oversees and tracks monthly expenditures for the grant.

8. Coordinates all requests and needs of the building administrators in relation to the grant objectives.

9. Supervises the maintenance and operating divisions of a school district; does related work as required.

10. Plans, schedules, and assigns employees to various cleaning, maintenance, repair, ice and snow removal, renovation and building safety tasks;

11. Interviews, recommends for hire, evaluates, and disciplines departmental employees;.

12. Plans, coordinates, and conducts periodic inspections of all facilities required by local, state, or federal law such as fire inspections, asbestos inspections, insurance safety inspections, and annual visual inspections of all school facilities as required by the Mississippi Department of Education to ensure compliance with applicable codes and standards;

13. Monitors all phases of capital construction projects and acts as liaison between the school district and contractors, or construction managers engaged in providing services to school district properties.

14. Responds to inquiries from district employees, department heads, and the public regarding school district buildings and grounds activities.

15. Inspects work performed by custodial or maintenance employees or private contractors to ensure proper cleaning, maintenance, repair, and groundskeeping procedures are being followed, check for safety and health hazards, and make recommendations for correction and improvements.

16. Confers with building and groundskeeping staff regarding the care and maintenance of athletic fields, playgrounds, lawns, walks, trees, shrubs, and grounds;

17. Inspects and supervises the maintenance of boilers and related heating and ventilating system equipment;

18. Assists the school district administration in the presentation of bid specifications, review of bids and making recommendations on bids concerning capital and/or maintenance projects;

19. Conducts or coordinates the in-service training of custodial and maintenance employees;

20. Maintains records and prepares reports related to building operations and maintenance;

21. Respond to after-hour emergencies as needed.

22. Special studies that involve technical investigation, analyses, and recommendations of maintenance and construction options may be required by the Superintendent.

23. Visit school sites to monitor operations and make suggestions as needed.

24. All other duties as assigned